



**Town Council Meeting
May 5, 2021 @ 7:00 pm
VIA CONFERENCE CALL**

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0Z0cHRxSHZ3QT09>

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor Thomas McDonald.
- II. **Opening Ceremonies**
 - a. *Roll Call:*
 1. The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman E. Dugan, Councilman S. Lobdell, Councilman J. Mertz, Town Manager A. Mangeri, Town Clerk A. Tantillo, Financial Officer J. Helms, Town Attorney F. Townsend, Town Engineer E. Van-Otoo, and Lt. Lloyd, DSP.
 - b. *Pledge of Allegiance:* Skipped for Electronic Meeting
 - c. *Recognition of Visitors:* Present guests were Sheryl Rojas, Eschalla Clarke, Gerald Dove, and Councilman David Carter.
 - d. *Announcements:* None
- III. Additions and Deletions to published Agenda. None
- IV. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the April 21, 2021 Town Council Workshop Meeting. CM Dugan motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)
- V. State Police:
 - a. An update on April 2021 activity.
 1. Lt. Lloyd shared that there were 43 total responses in the Town of Townsend in the month of April. This included six crime reports, one injured person, one medical assist, one identity theft, two drug complaints as a result of traffic stops, one wanted person; as a result of a traffic stop, five domestic disputes, 29 non-criminal, non-reportable incidents, and three crashes- two of which were at Rt. 71 and Main St., and one on Caldwell Corner Rd.
 2. There were approximately 218 traffic tickets issued in and around Townsend.
 3. Additionally, as part of their initiative, State Police conducted 63 additional hours of extra patrols in Townsend, during the month of April and 33 traffic stops in Town.

VI. Mayor's Report:

- a.** Mayor McDonald shared that the Town completed another election, and he is disappointed in the turnout, of residents. It is estimated that about 70 residents showed up out of about 2,000 eligible voters. Mayor McDonald shared that one president said, "ask not what your country can do for you, but what you can do for your country". The apathy is abounded in Townsend and it is hard for people to believe in their community when they will not vote for their representatives.

VII. Reports

a. Town Attorney Fred Townsend III

1. An update and possible discussion on the status of the dedication of properties to be dedicated to the Town.
 - a. Town Attorney Townsend shared that he and Mr. Van- Otoo have completed the draft of the resolution for the dedication of property from Lifehouse Church and it will be ready for the next Town Council meeting.
2. TA Townsend also shared that the Board of Adjustment recently met to address several variance requests for Townsend Acres and has reached a decision. TA Townsend will draft the decision letter of the Board of Adjustment for signature by all Board of Adjustment members.
3. Mayor McDonald asked TA Townsend where the Town stood with MS Development at the present time. TM Mangeri shared that the Town is awaiting the necessary descriptions for the dedication of the streets, sidewalks, and right-of-way to be sent to TA Townsend and TE Van-Otoo to complete the dedication language to move forward. For the streets, sidewalks, and right- of- way, MS Development has met the requirements requested of them, but not for the lands or stormwater ponds.

b. Town Engineer Edwin Van-Otoo

1. An update and discussion on Town projects.
 - a. TE Van-Otoo shared that Lifehouse Church is coming to a close in terms of paperwork, and the resolution. In terms of engineering and construction items, TE Van-Otoo is not aware of any outstanding issues. TM Mangeri shared that Lifehouse Church has added a secondary permit that is unrelated to their building, so Lifehouse Church is ready to be closed out.
 - b. In Townsend Village I, TE Van-Otoo is awaiting as-builts from Phase 3A & 3B from Handler and has been in touch with them to request the information.
 - c. In Townsend Village II, the signatures for the bonds have been submitted and the maintenance items for the two-year period is now initiated, and the project bonds to be closed out have been signed off on. A resolution for these open spaces will be necessary to get these items turned over to the Town.
 - d. For the Woods at Hidden Creek, the project is beginning in terms of cuts and fills.

- e. For the Tennis/ Pickle Ball Court at the Town Park, construction is ongoing, and they are waiting about two weeks or so for the asphalt to cure a little bit longer. The court surfaces should be completed in the coming weeks as well as leveling.
- f. On Cannery Lane, TE Van-Otoo spoke to a homeowner regarding work to be done to the basin by the end of March but was delayed for personal reasons. He is aware that it needs to be completed and DNREC is aware of the status as well.
- g. Regarding the Ginn St. sidewalk, an agreement has been reached. TM Mangeri shared that the Mayor has signed the agreement and the Town is awaiting the final signatures from DelDOT. Once received, TM Mangeri will notify TE Van-Otoo and the contractor so they can get started. The award of about \$25,960 was in the letter, for both engineering and the completion of the sidewalk, which should cover all associated costs.

2. An update on the possible waste treatment report and funding opportunities.

- a. TE Van-Otoo shared that there is a public open comment with DNREC, for the grant award, which will end on May 14th, after that date, TE Van-Otoo will coordinate with TM Mangeri on how to proceed with the project.

c. Town Manager Anthony S. Mangeri

1. Status update on the COVID-19 pandemic.

- a. TM Mangeri shared that regarding COVID-19, the Park is now completely open. All are encouraged to visit the Park, as long as they follow the State guidance, which is to still wear masks and to still maintain distancing. Distancing for the playgrounds is still six-feet. TM Mangeri reviewed this requirement with the State who said that this distancing requirement was necessary for the playground, due to the proximity of individuals playing and interacting on the playground.
- b. Residents that are 16 and older are now eligible to receive COVID-19 vaccinations through the state. Information on vaccinations can be found at de.gov website.
- c. Regarding COVID-19 cases within the 19734-zip code, the average daily infection rate of new positive cases over the last seven days remains steady at 5 new cases per day. The high was 12 new cases on April 27. The lowest was one new case on May 3rd. There was one new reported fatality on our zip code. There has been an increase in the reported deaths related to coronavirus infection. The current number of deaths in our zip code related to COVID-19 now stands at 13, for the past year. Approximately 56% of those within the 19734-zip code are vaccinated. The park is now open, signs will be ordered as soon as clarification on verbiage is received from the State. Generally, hand washing is recommended before and after using the playground, face coverings are required for some, and wipe the equipment down as the Town does not maintain sanitization or provide staffing in the park.

- d. Town Hall is now open for residents by appointment only. Residents are welcome to call or email Town Hall to schedule an appointment. This allows staff to coordinate and meet residents need while ensuring health and safety standards are met. Face coverings must be worn in Town Hall at all times. Staff is working a hybrid schedule with office coverage five days per week. Additionally, staff is encouraged to be vaccinated at their discretion.
2. A status update on the sidewalk installation at TVII, along Ginn Street.
 - a. TM Mangeri hared that DelDOT submitted a letter outlining the amount of funds provided for this project by Representative Spiegelman and Senator Ennis. This is now an obligation to the Town. The Town is awaiting the second round of signatures. Once received, the funds will be transferred to the Town and the project will be implemented. Once received, TE Van-Otoo and the Contractor will be notified.
 - b. CM Miller asked when this should be expected to begin. TM Mangeri shared that we are awaiting signatures, but for planning purposes, it is estimated to receive documents and funds by the end of the month.
 3. A report on Town Administrative activities.
 - a. The Town has been active in permitting and licensing, with the following data available:
 - a. Licenses Issued: Contractors Licenses Issued: 10
 - b. Permits Issued in April:
 - i. 15 permits issued.
 - ii. 3 additional permit applications were received and are in review with the Code Official.
 - c. 2 additional permit applications were received, awaiting additional items from homeowners.
 - d. 10 permits closed and issued Certificates of Occupancy.
 - e. 11 permits closed and issued a final approval letter.
 - f. 21 Inspections Completed.
 - b. Regarding complaints, the Town has received a total of 9 complaints during the month of April. One complaint was related to a dip in the road on Main Street that is leading to ponding water. Main St. was just completed last year, and the Town will notify the regional engineer of this issue, this is a state right-of- way. Another was a complaint about a water shutoff that was higher than the walkway and was a trip hazard. A fix for this issue was made the next day. A complaint was forwarded to State Police related to an abandoned vehicle on Wiggins Mill Road. A resident complained about a sink hole along their sidewalk. The area was reviewed, and it is on the resident's side of the sidewalk, TM Mangeri coordinated with the resident that it is in their area to repair.
 - c. A resident called to complain about speeding along Railroad Avenue and about a police chase in the area, which was referred to State Police. Additionally, the resident was concerned about drug activity, related to this incident. This was a police matter. There was an additional

complaint about debris in neighbor's yard. There was a complaint about resident building a deck without a permit. Lastly, there was a generic complaint about speeding along South Street, with no specific complaint about speeding. The concern was mostly related to continued development and residents continuing to speed down South St. the 600 area of South St. is a concern as people drive in the wrong direction. State Police will be notified to review this area. Property maintenance complaints are continuing to be processed; however, the Town continues to work with the Town Attorney on enforcement if individuals are choosing not to correct complaints.

4. A Presentation and discussion on Considerations Related to Reconstitution of a Municipal Police Department.
 - a. TM Mangeri shared that he completed a White Paper submitted to Council, relating to the Reconstitution of a Municipal Police Department. This is posted on the website for general review. CM Miller asked TM Mangeri to present the details and findings of the report. Please review the Police White Paper Report for details of this presentation.
 - b. TM Mangeri shared the history of the issue. The Town has grown an overwhelming amount since 2000. Since 2000, the Town has grown from 112 residences to close to 830 residences, and just below 2700 residents. There are an additional 250 units expected to be built over the next couple of years, which will increase to about an additional 750 plus residents. Additionally, any construction not targeted for development, such as infill, restored properties, etc., will increase the numbers. There is currently a lot of interest in abandoned lots, tear downs, and rebuilds, etc. Growth is a clear indicator that additional services are needed.
 - c. Currently, Police services are provided by Delaware State Police Troop 9. Back in 2019, University of Delaware graduate students reviewed options for how the Town could proceed with Police Services. These options include maintaining the relationship with Delaware State Police in its current form or increasing extra duty patrols, migrating to New Castle County Police, facilitating the development of a regional police force for the MOT area, or reestablishing its own municipal police force.
 - a. New Castle County said that the cost to provide a similar service to what Delaware State Police provides, on call, sector patrol, would be about; on average, \$409 per year in additional taxes for residents. This would not provide any additional services but would allow NCC to respond to 911 calls instead. Additionally, there are not many NCC Police below the canal on a regular basis, as there are limited DSP in this area.
 - d. For planning purposes, if the Town were to create a Municipal Police department, based on a review of the data provided by the Delaware State Police, the ideal coverage of a Municipal Police Department would be 112 hours a week. The time not covered by the Municipal Police Department, would be covered by DSP. The Town Municipal Police

Department would not need to begin as a 24-hour police department. Comparing if the Town establishes a Police Department to continuing with Delaware State Police, the Town currently purchases extra duty patrols from the State Contractor at \$104 per hour. If extra duty patrols were requested of Delaware State Police for 40 hours per week, the cost would exceed \$4,160 per week or an estimated \$216,320 per year. The cost for 112 hours a week would exceed \$605,695 per year, which is high. This is a planning number.

- e. If the Town migrated to a municipal police service, the objective would be to select an operational Police Chief at 40 hours per week at an estimated salary rate of \$70,000 to \$75,000 per year. The Town could explore options over time to add part time officers and build coverage to approximately 16 hours a day or 112 hours a week. Salary for a local police service would cost an estimated cost of \$2,768 a week for 112 hours coverage or estimated \$143,936 per year. There is a clear cost-effective option for the Town to have its own Municipal Police Services, with the exception of cost of supplies, equipment and materials, these numbers are just a salary discussion. Therefore, there is a value in having DSP or others to provide the police services. This option, given the option of a regional police service, becomes the most valuable option. Given the lack of interest in a regional Police Service, the option of a Town Municipal Police Force, becomes a viable option.
- f. TM Mangeri presented details of the municipal police departments throughout the state. Of the municipalities with over 12,000 residents, the Town of Townsend is the only Town without a municipal police department. There are only 3 jurisdictions, with over 500 residents without a municipal police department. Included in the report, is each of the municipalities within Delaware, their county, their estimated population, and whether or not they have a police service.
- g. TM Mangeri met with Lt. Lloyd and Capt. Hall of Troop 9. Included in the report is a three-year analysis of police responses in the Town of Townsend, without traffic, data. This analysis showed generally, with the exception of data from 2020 and COVID concerns, that crime and police responses have increased in the Town. The data does justify the need for a municipal police department and reflect the growth of the Town. One particular item of concern from 2020 is a sharp increase in domestic disturbances.
- h. Additionally, in discussion with Troop 9, one item agreed upon is that the data reflect a sensitivity of those who may be hesitant to call State Police for local Police Services. The Town has been encouraging residents to call 911 when issues arise. Another sensitivity from residents is that calling state police may not result in an urgent response, depending on where State Police are in proximity to and severity of the call.
- i. A diagram was provided in the report, which showed that there was no significant difference in day of week that crime or responses occur, but

there are some minor frequency changes on Mondays, Wednesdays, Fridays, and Saturdays. However, when you analyze the time of increased response times, frequency does exist between 9 am – 11 pm.

- j. TM Mangeri reviewed authority of establishing a municipal police service and authority does exist within the Town Charter. Additionally, the Charter outlines the authority of Council to appoint a Police Chief.
- k. TM Mangeri provided in the report details on estimated costs for the municipal police service, based upon information obtained when discussing with Police Chiefs, reviewing various police budgets, and other resources. TM Mangeri emphasized that this is a working draft of estimated expenses. Some of the charges would be first year expenses to initiate the police service, such as uniforms and equipment. Annual estimates include Police Chief, a Police Clerk, and two Part-time Officers, as the police service could be staffed. TM Mangeri also shared that these estimates are estimated on the high end, for proper planning and estimation purposes.
- l. TM Mangeri reviewed funding and grant resources for establishing a municipal police service. Currently, the Town dedicates \$60,000 for State Police utilization in any given year and is currently in the FY 22 proposed budget. This does not increase current police services and is the current service coverage. This cost did increase last year, due to the cost of the service increasing.
- m. If the Town decided to establish a municipal police service, the \$60,000 could be reallocated from to the Town's own police service. Additionally, the Town does receive a small percentage of revenue from tickets and violations issued, which equated to around \$8,000 in FY 2021. Policing is never a revenue generating issue, but is a community issue, but this information is useful in anticipating possible funds and income and could change slightly if these were issued by a Town police service. In general, the Town would likely not be eligible to apply for certain grants until a three-year track record of police service operations could be displayed. Some grants would be possible, but in general, some grants would not be available until about three-years of operations. But it may be a good time to begin this process as some CAREs Act and American Rescue Plan funds may be available for some of the activity necessary for first year cost and additional operations of a municipal police service, such as renovating a building for municipal police use.
- n. The Town is expected to receive around \$670,000 in American Rescue Funds and is awaiting clarification on how spending will be acceptable. It is likely the American Rescue Plan funds could be used for public safety efforts. In discussion with other Police Chiefs, after reviewing the old Town Hall, it seems like the old Town Hall will be an acceptable building for a police department. A fence would need to be installed and some renovations would be necessary, but there are positive features to the

building. Additionally, Commerce St. serves as an entrance into the Town, housing a Town agency there would have its benefits.

- o. There are some grants available to be applied for immediately, including CJC and COPS grants, which may have initial resources available. If Council would like to apply for these grants, the next steps of this process would be to employ a Police Chief to provide subject matter expertise and grants management and build policies and procedures for using the grants.
- p. TM Mangeri shared that there is another option for funding, which is that the Town does have the authority to assess impact fees, per resolution, as the fire service impact fee has been assessed, which is currently \$750.00. An impact fee is not imposed on residents, but is imposed on new construction, within the jurisdiction. Details of potential funds to be generated are in the White Paper Report.
- q. Details of the timeline for initiating a police service, are also included in the White Paper Report. Hiring would include initially a Police Chief, then six to nine months later, an Administrative Assistant, which would be shared with part time with the Town, and then migrate to full time for Police Department. Town Hall does have a current need for administrative support on a part-time basis. After a year, a part time Police Officer could be added, and then after a year and a half, a second part time Police Officer could be added. At the two-year mark, the possibility to employ a full time Police Officer could be explored.
- r. TM Mangeri shared that based on the research that was conducted, this is the option that is being presented. There have been numerous attempts to discuss the possibility of a regional police department, as confirmed by Councilman Carter, but there is no include for County Police to service the Town, without substantial costs.
- s. The next steps, if Council chooses to approve, would be to interview candidates for a Police Chief, who will go back to Council to be hired. The Police Chief would provide the leadership to build the leadership of building the renewed police service, notify the state of the intentions of the police service, secure equipment, and create the plans, policies, and procedures, as necessary. TM Mangeri also provided a rough estimate for an insurance policy, for planning purposes.
- t. Mayor McDonald asked how community impact fees could be applied and TA Townsend shared that if an ordinance was created to establish an impact fee, it would apply to permits being pulled to construct new homes and other commercial buildings.
- u. Mayor McDonald shared that when the taxes were raised, the Town expected a surplus to help fund a municipal police service, expected at around \$250,000, but the Town actually received a surplus of around \$350,000, due to COVID. TM Mangeri shared that these funds are allocated in both capital improvements and miscellaneous expenses, which could be utilized for a police service. A need to increase taxes over

the next few years is not foreseen, but reallocating funds with the police service priority could be completed.

- v. Mayor McDonald asked for clarification on coordination with community groups, as there is a lack of participation in the Neighborhood Watch. TM Mangeri shared that the intent is for a Police Chief to build relationships with all community groups in Town as it is the fundamental core of community policing to build relationships with the community groups and members of the community to learn their priorities and interests.
- w. CM Miller emphasized that one of the items the Town attempts to do, is cost savings. He and TM Mangeri have explored options of utilizing state surplus or slightly used equipment to used cost savings. Additionally, CM Miller shared that as CM Mertz described concerns over speeding and calling 911, having a Town police service could allow for prompt response times to deal with these concerns. CM Miller also shared that importance that this is a community police structure to interact with the various community organizations and is a partner of the community.
- x. CM Mertz clarified if the crime data provided was for the Town of Townsend specifically and TM Mangeri confirmed that it was. CM Mertz asked for opinion on public discussion and community engagement about creating a Police Service. TM Mangeri shared that this has been an ongoing discussion for several months and every opportunity has been provided for the public to be involved. Additionally, developers are interested in developing where there is public safety infrastructure and there is a lack of interest in regional policing.
- y. Council and TM Mangeri discussed additional benefits of beginning a municipal police service. CM Miller shared that Townsend is the fastest growing community and the benefits of implementing a municipal police service such as increasing community engagement and shared his support of moving forward with a municipal police service.
- z. *CM Mertz made a motion to table the discussion until the new Council members are seated. No second, the motion died.*
- aa. Council, CM Mangeri and TM Mangeri discussed that an ordinance or charter revision would not be necessary to approve a municipal police department, as Council already has the authority to do so. Council could authorize the Town Manager to implement the recommended steps and or recommend the hiring of a police chief. Additionally, tasking TM Mangeri with soliciting applicants for a Police Chief, would not make a commitment until the Police Chief was brought to Council for hire.
- bb. CM Lobdell shared that he would like for this process to be initiated. The topic has been addressed numerous times with the same recommendations being made. Additionally, Council has been anticipating the need, as the taxes were raised last year.
- cc. TA Townsend recommended an agenda item in the future for discussion and vote on a resolution to determine how to move forward. Council

members agreed to hold this until the next Town Council meeting and thanked TM Mangeri for his presentation.

5. **ACTION ITEM:** Discussion and possible vote on the replacement of the municipal maintenance vehicle.
 - a. TM Mangeri shared a proposal from the National Auto Fleet Group, which is part of the Sourcewell National Bidding Partnership, with Council for the replacement of the municipal maintenance vehicle. He has also checked with the state surplus vehicles, but they have advised that surplus vehicles could not be purchased through them at the current time, due to the deadline passing.
 - b. The bid is for a Ford 250 to replace the existing vehicle used by Town maintenance. This includes an overhead 60-inch light bar, four-way strobes on the corners of vehicle, a spray of the truck bed for scrapes, and includes a snowplow. The estimated cost of the vehicle was \$41,895.00. this would replace a 15-year-old vehicle. TM Mangeri requested that the existing vehicle be kept in Town as a backup vehicle as it does not have much value. The base price of the vehicle was around \$34,000, the remainder of the cost was equipment and the plow. Additionally, the vehicle would be built for the Town and would take; at minimum; 16 weeks to get to the Town.
 - c. *CM Mertz made a motion to approve the replacement of the municipal maintenance vehicle, at the cost presented. CM Dugan seconded the motion. Vote: Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)*
6. A report on the official results of the 2021 Town of Townsend Election.
 - a. CM Mertz asked for a confirmation of the number of voters for the 2021 Town of Townsend Election. TC Tantillo confirmed that there were 71 in person voters at the election and 7 absentee voters.
 - b. TC Tantillo reported that as certified by the Town of Townsend Board of Elections, the final vote count for the 2021 Town of Townsend Election is as follows:
 - i. Eschalla Clarke: 46 votes
 - ii. Gerald Dove: 53 votes
 - iii. Scott Lobdell: 41 votes
 - iv. Joshua Mertz: 43 votes
 - c. New Councilmembers will be sworn into office at the first Town Council Meeting on June 2nd.
 - d. TM Mangeri shared that at the advice of Mayor McDonald, a special meeting will be held on May 26th at 6:30 pm, which will provide an orientation for Town Council members elect and existing members, utilizing the Town Council Orientation Manual.

VIII. Committee Reports

a. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan

1. Review and possible discussion on the March 2021 Budget vs. Actual Report.
 - a. Mayor McDonald asked for any discussion or comments on the report, no discussion or comment.
2. **ACTION ITEM:** A discussion and possible vote on the proposed Fiscal Year 2022 budget and Resolution 2021-003 A Resolution to Affirm the Adoption of the 2022 Municipal Budget.
 - a. Mayor McDonald shared that he worked with FO Helms, Councilman Dugan, and Councilman Miller to develop the FY 2022 budget.
 - b. CM Lobdell asked why \$25,000 was allocated for the Town audit, as this will be the second year with the auditing firm. FO Helms shared that the contract approved by Council was for a five-year contract. The budgeted cost for the Audit for FY 20, was \$32,000 as it was the first year, and going forward, it will be \$25,000 this year.
 - c. CM Mertz asked for clarification on what line items Council was voting on. FO Helms clarified that Council would be voting on the line items titled "First Review Changes Proposed by FC", as that is what the finance committee was proposing.
 - d. CM Mertz asked for clarification of capital expenditures, which noted the inclusion of a possible pole barn expense, if it also included possible changes and construction to a possible police station. TM Mangeri shared that funds for a police station would come out of either capital expenditures or miscellaneous expenses, but TM Mangeri anticipates revenue to cover some of the costs.
 - e. Additionally, CM Mertz asked if there was a dash line and not value next to vehicle expenses if it meant the Council would not be approving vehicle expenses. TM Mangeri clarified that the Finance Committee decided not to have a separate line item for a vehicle and the funds for a potential vehicle were added to capital expenses and if Council so chooses to purchase a vehicle, those funds will come out of capital expenses.
 - f. *CM Dugan made a motion to approve the proposed Fiscal Year 2022 budget and Resolution 2021-003 A Resolution to Affirm the Adoption of the 2022 Municipal Budget, as presented. CM Miller seconded the motion. Vote: (Dugan- Yea, Lobdell- Yea, Mertz- Yea, Miller- Yea)*

b. Human Resources: Chair CM Patrick Miller

1. No report

c. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell

1. CM Dugan requested the status of the Stop sign on Ginn St., going into TVII. TM Mangeri shared that an Ordinance would need to be developed to create the regulation for the Stop sign and permit the sign installation. CM Dugan asked for the ordinance to be prepared.

d. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan

1. An update on the 2020 Comprehensive Plan.
 - a. TM Mangeri shared that the Comprehensive Plan is completed and will be submitted for PLUS Review. TE Van-Otoo prepared the maps for the Comprehensive Plan and it is ready to be formally submitted. TM Mangeri had previously submitted the Comprehensive Plan to the Office of Statewide Planning Coordination for review and they recommended a formal submittal for PLUS review.
2. An update on the Zoning Code recommendations from the Planning Commission.
 - a. CM Lobdell shared that the Planning Commission sent a letter to Council on April 14th, approving the recommended changes to the Zoning Ordinance. The purpose of this is to protect the Town going forward, with new developments and development, including changes for parking and addressing challenges going forward. Town Council will need to have an Ordinance prepared to allow for these changes and will require a 15-day notice and a Public Hearing with Town Council.
- e. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Mertz
 1. CM Mertz asked CM Miller if the Town typically does anything for Memorial Day. CM Miller shared that there is nothing specific that typically occurs, but per the passage of the recent Town Resolution for the POW/ MIA flag, the flag will be flown on Memorial Day, going forward. TM Mangeri shared with the Committee that the Town has received the flags and Mr. Hargrove has offered his assistance in raising the flags on the holidays outlined in the Resolution, if necessary.
- f. Public Safety: Chair CM Patrick Miller - Co-Chair CM Mertz
 1. A presentation of a paper on speeding and traffic safety in the Town of Townsend.
 - a. CM Mertz shared that he is working with TM Mangeri and CM Miller to gather information on evidence, from a safety aspect, regarding safety strategies that the state of Delaware has recommended for speeding issues. CM Mertz shared that CM Lobdell shared that the new Zoning Ordinance should prevent some of the issues from occurring in new communities, but he is looking for potential solutions for resolving the speeding issues in the older communities, such as TVI and TVII, Townsend Station, and the historical part of Town.
 - b. CM Miller shared that the Committee has discussed possible resolutions to this issue and will present it at a later date. Additionally, more data is necessary, and he would like to talk with residents about their thoughts on how to resolve these issues. Council is diligently working to resolve this issue in a way that will be acceptable to the residents needs.
- g. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Mertz
 1. CM Mertz shared that he is working with CM Lobdell and Council to review and plan the Town Fair in September and is also exploring the possibility of drive-in movies.
- h. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller
 1. A status update on the signs to be installed at the Town Park.

- a. CM Lobdell shared that he has seen many people using the Town Park and as long as everyone maintains the rules and requirements, it will continue to be used in a positive way. CM Lobdell and CM Miller shared that it was nice to see residents using the Park.
 - b. CM Mertz asked if there would be a ceremony for the Tennis/ Pickle Ball Court opening. TM Mangeri shared that he would like to have an opening event with Councilman Carter and Executive Meyers.
- i. National Wildlife Federation Liaison: CM Mertz
- 1. CM Mertz shared that the Town is five points away from the 2021 certification and he is working to receive those final points.

IX. Citizens Comments & Participation

- a. CM Carter shared the Middletown Paramedic Station on 5/5/2021. Additionally, he shared his support of supporting a municipal police department. Additionally, CM Carter shared that the County Police Department is working to encourage community policing. Through the County Budget Hearing process, CM Carter has been advised of the ability to expand the County's Community Services for Youth activities and other programs. There is some commitment to work in Townsend. He will coordinate with the County and Town for programs in the Townsend area. Additionally, the County will begin with the planning for passive hiking trails near Wiggins Mill. He also shared that he is pushing for sewer expansion around the Town for economic expansion. CM Carter shared that the American Rescue Plan discussions are continuing with the hopes for funds to be used for housing and revitalization. CM Carter also invited TM Mangeri and TC Tantillo to the nonprofit summit in the fall.
- b. Councilman Elect Dove shared that the presentation given by TM Mangeri was very detailed and thorough and appreciates waiting for the new Council to review the issue.
- c. Councilwoman Elect Clarke complimented Town staff on the election and the Board of Election Certification of the 2021 Election. She also appreciates holding the discussion of the municipal police department for the next Town Council Meeting. Ms. Clarke thanked CM Lobdell for his commitment.
- d. CM Mertz asked if there would be an opportunity for a walkthrough of Wiggins Mill to review his plans for the trails. CM Carter shared that he is happy to coordinate with CM Mertz and/or Council.

X. Adjournment.

-
- a. The meeting was adjourned at 9:12 p.m.
-

The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.